

KANSAS NATIONAL GUARD

Technician Personnel Pamphlet 335

MERIT PLACEMENT AND PROMOTION PLAN

Office of Primary Responsibility:

Human Resources Officer

2722 SW Topeka Blvd

Topeka, Kansas 66611-1287

15 July 2013

Office of the Adjutant General

KANSAS NATIONAL GUARD

MERIT PLACEMENT AND PROMOTION PLAN

(with Change 1)

Adjutant General's Department
Headquarters, Kansas National Guard
Topeka, Kansas 66611-1287

Technician Personnel Pamphlet 335

Personnel-General

Technician Personnel Pamphlet 335
Merit Placement and Promotion Plan

By Order of the Adjutant General:



LEE E. TAFANELLI

Major General, KSNG
The Adjutant General

History. This printing supplements the initial version of this pamphlet based on NGB TPR 300.

Summary. Removes the requirement of the applicant to provide a completed and signed Option Form (OF) 306 at the time of application.

Applicability. The information within this plan is applicable to all personnel of the Kansas Army and Air National Guard.

Official:

LEE E. TAFANELLI
Major General, KSNG
The Adjutant General

Suggested Improvements. The proponent of this publication is the Human Resources Office. Users are invited to send comments and suggested improvements to the Adjutant General's Department, ATTN: HRO, 2722 SW Topeka Blvd, Topeka, KS 66611-1287.

Distribution: A

SUMMARY of CHANGES:

Removes the requirement of the applicant to provide a completed and signed Optional Form (OF) 306 at the time of application and places the responsibility of the selecting supervisor to secure a completed and signed OF 306 from the selected individual prior to appointment. This is not required for reassignments, promotions, or changes to lower grade actions.

Technician Personnel Pamphlet
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Joint Forces Headquarters
Topeka, KS 15 November 2012

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This pamphlet contains the Kansas Joint Forces Headquarters requirements concerning Merit Placement and Promotions for technicians assigned to the Adjutant Generals Department-Kansas.

TPP 335, 15 Jul 2012, is changed as follows:

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Insert Page

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The Adjutant General

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3-3. Posting of Announcements

Vacancies will be announced for a minimum of 10 days (unless superseded by a collective bargaining agreement) to ensure interested persons are aware of the vacancy. Open until filled announcements may be issued for positions for which there are continuing requirements. Open until filled announcements do not include closing dates (it is the responsibility of the selecting official to periodically contact the staffing section to determine dissemination of applications). Announcements will be posted on the USA Jobs <https://www.usajobs.gov/> and the HRO webpage, as well as, distributed via email, and disseminated by HRO Remote Designees.

3-4. Area of Consideration

- a. The area of consideration for each specific position vacancy announcement will be recommended by the selecting official; however, HRO is the final approval authority to ensure the receipt of sufficient qualified candidates.
- b. The type of position, availability of candidates, position qualification, budgetary limitation, and compatibility requirements are additional factors which may be used in determining the area of consideration.
- c. Management may expand the area of consideration for a particular placement action when it has been determined that the initial area did not produce a sufficient number of qualified candidates.
- d. Areas of consideration may be used selectively, or in the combinations necessary to develop an adequate listing of qualified and available candidates for the position. Examples include:
 - (1) All excepted technicians employed at the (installation, organization, functional area, etc.).
 - (2) All excepted technicians in the Kansas Army National Guard or all excepted technicians in the Kansas Air National Guard.
 - (3) All members of the Kansas Air National Guard.
 - (4) Personnel eligible for membership in the Kansas National Guard.
 - (5) All non-dual status technicians of the Kansas National Guard.

3-5. How to Apply Procedures

Resume. The Resume will be used to identify the applicants complete work history. A resume developed with the resume builder in USA Jobs or an independently created resume are both acceptable forms of applications.

3-6. Application Procedures

- a. Complete all required documents and submit in USA Jobs NLT the due date and time specified on the announcement. USA Jobs will not accept applications submitted after the cutoff time and date. Acceptable methods of submission include online at <https://www.usajobs.gov/> or fax to USA Jobs using the US Government Application Cover Page <https://www.staffing.opm.gov/pdf/usascover.pdf> or OPM Form 1203-FX. HRO cannot accept faxed applications directly. Faxed applications must be submitted by the applicant directly to USA Jobs. Fax number will be provided on the vacancy announcement.

b. It is essential in determining basic eligibility that each applicant include all experience, dates of employment, number of hours worked per week, education, training, awards, special qualifications (driver's license, security clearance, etc.), and other information which is directly related to the position for which application is made. Only information in the resume and attached documents will be used in the qualification process. In accordance with the 2008 Presidential hiring reform, knowledge, skills, and abilities (KSAs) are no longer used in the qualification process.

c. A complete application package must be submitted to USA Jobs for each vacancy announcement.

Chapter 4

Processing Applications

4-1. Determining Eligibility

Basic eligibility determination will be accomplished by the HRO as follows:

a. Qualifications will be based solely on experience and/or education provided by the applicant in their resume and via the online questionnaire/assessment. Applicants must meet the minimum qualifications established by NGB for the position including any selective placement factors. Applicants who meet the minimum qualifications will be considered basically qualified.

b. The minimum qualification standards are based upon NGB Qualification Standards, the position description, military qualifications and selective placement factor (if used), and will serve as the basis for determining eligibility.

c. Applicants, who meet the basic qualification requirements, as indicated on the vacancy announcement, will be certified to the selecting official utilizing an automated Certificate of Eligibles in USA Staffing. The Certificate of Eligibles will list all qualified applicants.

d. For positions advertised at multiple grade levels (e.g. trainee), the Certificate of Eligibles will indicate the grade level for which each applicant is qualified.

e. Military grade requirements – Applicants must meet the military grade requirements for the position. Determination of eligibility for appointment or to commission as an officer will be made by the appropriate military personnel office. Applicants ineligible for appointment to the required military grade will not be considered for the position. Applicants who exceed the maximum grade, and are willing to accept a military demotion, may be considered. A signed statement indicating they will voluntarily accept a demotion, if selected, must be submitted.

f. Conditions of employment – requirements of the position which are necessary in order to perform the duties of the position (e.g. driver's license, security clearance, educational requirements) must be met. In addition, positions may have established requirements which must be met for employment or for continued retention.

g. USA Jobs will send an email notification to applicants not meeting the minimum qualifications.

g. Panel interview is the preferred method of interviewing objectively. If a minority/female candidate is being considered for the position it is highly recommended that one voting panel member be a minority/female representative.

h. Further interview techniques are included in Appendix 3.

i. Any candidate certified on the certificate may be selected. The selecting official and interview panel (if used) will consider affirmative employment goals when making selections.

j. Technicians are subject to the personnel security requirements in accordance with TPR 700 (732.1). The selecting official and HRO will determine whether the applicant has the required security clearance. HRO will not complete the appointment process until the applicant has initiated the paperwork necessary to obtain the appropriate clearance. If a technician cannot meet the security requirement of the position, removal from the position is required in accordance with TPR 715.

k. It is the responsibility of the selecting official to return the certificate to the HRO through USA Staffing with the required documents:

(1) SF 52.

(2) Resumes.

(3) Copies of the interview questions, (notes, score sheets etc. of the interviews) for each applicant.

(4) ARNG personnel will attach a copy of the personnel action request (as necessary) to document a technician's compatible military assignment.

(5) ANG personnel will attach AF Form 2096 (as necessary) to document a technician's compatible military assignment.

(6) A completed and signed Optional Form 306 from the selected applicant.

l. If the person selected is already a technician, the gaining supervisor will arrange for a release date with the losing supervisor.

m. Upon a decision by the selecting official an offer of employment may be made to the selectee, however an official announcement of selection may not be made until the HRO has approved the selection.

n. If all applicants are rejected, the certificate will be returned to the HRO with the documented rationale as to why each applicant was rejected and why a selection could not be made.

5-3. HRO Responsibilities Upon receipt of the Selection Package

a. The HRO will perform an administrative review of all the records. If the nomination is not approved, the selecting official will receive further instructions from the HRO as to the options available.

b. Notify the selecting official when the selection is approved and coordinate start date.

c. Determine the effective date of appointment and to coordinate with the selecting official to notify selectee to confirm the scheduled date and time to begin employment and in-processing. This responsibility may be delegated to remote designees (Air).

d. Complete the merit promotion file in accordance with Chapter 6.

e. Notify selectee when there are training requirements (military or technician) associated with the position and failure to complete established requirements will be cause for removal.

f. Arrange for medical screening, if required.

g. The SF-86 Questionnaire for National Security Position (or equivalent) will be completed by the selectee at the time of in-processing or appointment under the following situations:

(1) Security clearance was lower than clearance required for the nominated position.